



BROADCASTING BOARD  
OF GOVERNORS

Agency: Broadcasting Board of Governors  
Job Announcement Number: **M/P-07-17**

VOICE OF AMERICA

**Supervisory International Broadcaster (Tibetan), GS-1001-14**

**SALARY RANGE:** \$93,822 - \$ 121,967 USD per year **OPEN PERIOD:** February 15, 2007 --  
Open Until Filled

**SERIES & GRADE:** GS-1001-14

**POSITION INFORMATION:** Full Time  
Career Conditional

**DUTY LOCATIONS:** 1 vacancy –  
Washington, DC

**First cut off will be 03/01/07. Subsequent cut offs every two weeks until position is filled.**

**WHO MAY BE CONSIDERED:** All Qualified Applicants

**NON-U.S. CITIZENS MAY BE CONSIDERED FOR THIS POSITION IN THE ABSENCE OF  
EQUALLY OF BETTER QUALIFIED U.S. CITIZENS.**

**JOB SUMMARY:** The incumbent serves as the Chief of the Tibetan Service within the East Asia & Pacific Division Division, having overall managerial, administrative and program responsibilities for daily TV and radio broadcasts, and development of materials for the internet.

**INTRODUCTION TO THE AGENCY:**

The Voice of America is a component of the Broadcasting Board of Governors. The VOA broadcasts news and information to millions throughout the world in more than 40 languages, via radio, television and the Internet. Our diverse, multicultural and dedicated professionals staff correspondent bureaus, transmission stations and marketing offices around the world in addition to our main offices in Washington, DC. This position is located in VOA's East Asia & Pacific Division Division, Tibetan Service, with a duty location in Washington, DC.

**The Full Performance Level:** GS-14

**NOTE: Budgetary conditions and/or a Reduction in Force may delay or otherwise affect filling the vacancy. However, interested candidates should apply now.**

**KEY REQUIREMENTS:**

- Relocation Expenses **WILL** be paid.
- Status candidates **MUST** meet time-in-grade requirements within 30 days of the closing date of this announcement.
- **Willingness to work nights, weekends and holidays is required.**
- Non-BBG Status candidates **MUST** submit most recent Notification of Personnel Action (SF-50).

- **This position has been designated supervisory requiring that the selectee on an initial appointment as a supervisor or manager serve a one-year probationary period.**

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## **MAJOR DUTIES:**

Incumbent serves as the Chief of the Tibetan Service within the East Asia & Pacific Division and has overall supervisory, managerial, administrative and program responsibilities for daily TV and radio broadcasts, and development of materials for the Internet. Supervises a staff of broadcasters, producers and editors to produce blocks of TV and radio programming and to prepare materials for placement on the Service's website. Provides editorial direction by selecting and approving subject matter to be covered in the TV and radio programs. Ensures Service staff produces high quality TV and radio programs by overseeing reporting assignments for staff to make sure appropriate coverage of events. Supervises assigned staff and has full editorial responsibility for directing the development and production of complex broadcast programming for radio, TV and the Internet. Plans and directs broadcast programming within the Tibetan Service by analyzing political, cultural and economic trends and developing programming concepts. Selects and approves program concepts, news story ideas, etc., for appropriateness of content, balance, and targeted area interest and develops presentation to ensure a balanced broadcast. Assigns staff members to cover events, edits completed radio, TV or internet scripts to ensure accuracy of tone, balance, and policy conformance, leads other broadcasters within the Tibetan Service in using broadcast journalism techniques and trains and guides other broadcasters in using those techniques. Guides the Tibetan Service to fulfill VOA's mission.

## **QUALIFICATIONS AND EVALUATION**

### **QUALIFICATIONS REQUIRED:**

Applicants must meet the following basic requirements:

1 year of experience equivalent to the next lower grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work described in this announcement under "major duties".

**SCREEN OUT FACTOR:** Fluency in Tibetan and English with demonstrated skill in using Tibetan effectively to perform the duties of the position.

**HOW YOU WILL BE EVALUATED:** This announcement combines a merit promotion and a competitive announcement in one advertisement. Applications will be accepted from status and non-status candidates. Status candidates will be considered under merit promotion procedures. Non-status candidates will be considered under competitive procedures. Status candidates must submit two applications in order to be considered under both merit promotion and competitive procedures.

### **Competitive Examining Procedures:**

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. Your application will be evaluated and rated under the Category Rating and Selection Procedures. Your resume and supporting documentation will be reviewed and compared to your responses on the occupational questionnaire or KSAs (as applicable) to determine if you meet the minimum qualifications for this position. If you meet the minimum qualifications for this job, your qualifications will be further reviewed by a Human Resources Specialist and a Subject-Matter Expert, **OR** a panel of subject-matter experts to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the critical experience requirements listed in this vacancy announcement. You will then be placed in one of three rating categories:

- **Qualified Category** – Meets the specialized experience outlined in the minimum qualifications requirements section of the vacancy announcement.

- **Well-Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and demonstrates proficiency in the critical competencies for this position.

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- **Best Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and has successful experience in the same or similar job that has demonstrated “**outstanding**” proficiency in applying knowledge, skills and ability in the critical competencies for this position to work of increased levels of difficulty and complexity.

You should be aware that your ratings are subject to evaluation and verification. If a determination is made that you have rated yourself higher than is supported by your resume, you will be assigned a rating commensurate to your described experience. Providing false information may be grounds for not selecting you or termination after appointment.

**DIRECTIONS FOR COMPLETING KSA STATEMENTS:** Consider what in your education and experience background best reflects your possession of each knowledge, skills, and ability (KSA). For each KSA, provide a clear, concise statement demonstrating your possession of the KSA as it relates to the position for which you are applying. Your statements should illustrate the degree to which your background has equipped you with each KSA, reflecting the scope and depth of your knowledge, skills, or ability and your level of responsibility. You may refer to paid or volunteer work, education or training, or any other applicable experience.

**KNOWLEDGE, SKILLS, AND ABILITY FACTORS:** Relative numerical values equate to a total of 30 points.

1. Ability to effectively supervise a staff of professionals in a demanding, multicultural environment consistent with EEO principles, including the ability to: assign, guide and evaluate work; set priorities and deadlines; promote teamwork; establish performance expectations, evaluate and provide feedback on performance, encourage superior performance, address deficiencies and help employees improve performance; identify and address employee training needs; identify and resolve employee problems, conflicts, and complaints; address conduct problems; administer attendance and leave policies; and make decisions on hiring and promotions. **MANDATORY** (6 points)
2. Ability to effectively develop program plans and set program priorities; develop budgetary and staffing requirements; control financial and equipment resources; oversee contractors (e.g. stringer and Purchase Order Vendors); coordinate planning and operations with other organizations; develop and work with affiliates; solve administrative, management, and programming problems; and evaluate and improve programming. (4 points)
3. Ability to communicate effectively -- orally and in writing. (3 points)
4. Knowledge and skill in broadcasting (radio, television and/or the Internet), including production techniques and tools to create and produce effective programs. (5 points)
5. Knowledge and skill in effectively applying journalistic principles and practices to the selection and editing of material. (5 points)
6. Knowledge of the target area, its history, various political, economic, cultural and social institutions and its peoples. (4 points)
7. Knowledge of world affairs, international relations, American life and U.S. political and social institutions and ability to apply this in portraying America accurately and effectively to an overseas audience. (3 points)

The submission of statements addressing the Knowledge, Skills, and Abilities (KSAs) listed above is **highly encouraged** so as to assure that your relevant experience for the position for which you are applying is clearly articulated and geared towards each KSA element. KSA

statements should be clear, concise examples of your experience that shows the depth of your knowledge, level of skill or the degree of your ability related to the individual KSA elements.

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If you do not submit KSA statements, your relevant experience will be gleaned from the information affected in your application or resume **only** in order to evaluate your credentials against the KSAs. Please note however, that failure to submit KSA statements may result in lower scores being assigned during the evaluation process, in comparison with other candidates who submit targeted KSA statements.

**Veterans' Preference:**

"Application of Veterans' Preference: the Category Rating Method does not add veterans' preference points or apply the rule of three, but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who do not have a service-connected disability of 10 percent or more will be assigned to the appropriate quality category based upon the job-related assessment and will be listed ahead of non-preference eligibles within the appropriate quality category.

**Benefits and other Information**

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees.  
<http://www.usajobs.opm.gov/ei61.asp>

**OTHER INFORMATION:**

**1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position.** To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you

cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

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**2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility**, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

**3. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference**, you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference**, you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

**If you are a veteran applying under the Veterans Employment Opportunity Act (VEOA)**, you must clearly annotate "**VEOA**" on your resume. If you are filing under the VEOA (Veterans Employment Opportunity Act) or the VRA (Veterans Recruitment Authority), you must include a copy of your DD-214 or other proof of eligibility with your application.

If you are still on active duty, you may submit a statement of service from your Personnel Command which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VEOA and VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

**4. If you are a male applicant** who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

**5. You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment** such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

**6. All qualification requirements must be met within 30 days of the closing date of this announcement.** Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at: <http://www.opm.gov/qualifications>.

**7. REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

#### **HOW TO APPLY:**

**DO NOT ATTACH ANY ADDITIONAL FORMS WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.**

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted by fax, mail or by hand-deliver. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

**Instructions on submitting resume and supporting documents in hard copy via fax or by mail:**

**If you fax your documentation you must use a cover page.** The information contained on the cover page should match the information you provided to the occupational questionnaire. The

Vacancy ID number **M/P-07-17**, your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

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**You can mail or hand deliver your application materials to the address below:**

International Broadcasting Bureau  
330 Independence Avenue, SW  
ATTN: Office of Human Resources  
(Room 1543), Cohen Building  
Washington, DC 20237  
Attention: **Susan King**  
**M/P-07-17**

**REQUIRED DOCUMENTS:** Failure to submit all required documents will result in your application not being considered.

- **Resume**
- **Veterans Preference documentation**
- **Notification of Personnel Action (SF-50) for non-BBG employees.**

**AGENCY CONTACT INFO:**

**Susan King**

Phone: (202) 619-3117

Fax: (202) 401-0557 or (202) 205-8427

Internet: [sking@ibb.gov](mailto:sking@ibb.gov)

**Or write to:**

International Broadcasting Bureau  
Office of Human Resources, (Room 1543)  
ATTN: Susan King  
330 Independence Avenue, SW  
Washington, DC 20237  
USA

**WHAT TO EXPECT:**

After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.